



Having a problem filing large documents with multiple attachments??

You can e-file numerous, voluminous exhibits, but you may have to file the exhibits as multiple group filings. Try to keep the total file size of a group of PDF documents below 20MB. (The system does not accept any one PDF file larger than 2MB, so any single exhibit larger than 2MB must be divided into parts.) If you have a slow modem or slow Internet service, you may want to keep the total file size below 15MB.

If you have to file your exhibits in a group, do the following:

- File the main document with a portion of your exhibits.
- When you receive the Notice of Electronic Filing, go back to Civil Events menu. Go to **Other Documents** and select: **Addendum**, **Attachment** or **Exhibit**.
- Upload the next sequential exhibit as the main document and file the next several exhibits as attachments to this filing.
- Link the group of exhibits to the previous filing using the "**Refer to existing event(s)?**" screen
- Continue this process until all of your exhibits are filed. (See example docket text below)

Docket text of 1st group of exhibits (A-I)

24	MOTION for Summary Judgment by Big Corporation, Inc.. (Attachments: # <u>1</u> Index of Exhibits # <u>2</u> Exhibit A - Affidavit of John Smith # <u>3</u> Exhibit B - Affidavit of John Johnson # <u>4</u> Exhibit C - E-mail to Morgan Davis, 1/5/04 # <u>5</u> Exhibit D - Building Photo 1 # <u>6</u> Exhibit E - Building Photo 2 # <u>7</u> Exhibit F - Building Photo 3 # <u>8</u> Exhibit G - Jeffrey Hall's Deposition pgs 1-50 # <u>9</u> Exhibit H - Jeffrey Hall's Deposition pgs 51-94 # <u>10</u> Exhibit I - Letter to Joseph Smith 6/26/04)(VL,) (Entered: 03/03/2005)
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Docket text of 2nd group of exhibits (J-Q) linked to 1st group

25	EXHIBIT re <u>24</u> MOTION for Summary Judgment by Big Corporation, Inc. J - Chart of Sales, 6/2004 (Attachments: # <u>1</u> Exhibit K - Information Disclosure Statement # <u>2</u> Exhibit L - Plaintiff Claim Statement # <u>3</u> Exhibit M - Third Request for Production # <u>4</u> Exhibit N - Responses to Third Production Request # <u>5</u> Exhibit O - Board Meeting Agenda 2/2/03 # <u>6</u> Exhibit P - Letter from Mark Paulson 8/9/04 # <u>7</u> Exhibit Q - Service Manual pg 30-45) (VL,). (Entered: 03/03/2005)
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Some other helpful advice on voluminous filings:

Use your best judgment. If you have five, 1-page documents, and one 50-page document, combine the five, 1-page documents into one PDF file, and keep the 50-page document as a separate PDF.

The court does allow you to e-file your documents in sections, as long as they are identified in the ECF system when you e-file them. You may label them something like,

Exhibit A, Part 1 of 3

Exhibit A, Part 2 of 3

etc.

We suggest you try to divide up the document in logical places (such as between chapters or sections of the document) if possible.

Remember you may e-file your exhibits as separate filings, as long as you relate the filings to the document they are attached to.